



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 4600.2B CH-2

RM

OCT 02 2000

NAVENVIRHLTHCEN INSTRUCTION 4600.2B CHANGE TRANSMITTAL 2

Subj: PROCEDURES FOR OPERATION, APPEARANCE, AND SECURITY OF
COMMAND VEHICLES

1. Purpose. To transmit change 2 to basic instruction.
2. Action. Add subparagraph 3d: "Drivers and passengers will wear seatbelts anytime the vehicle is in motion."

A handwritten signature in black ink, appearing to be "DS", is located above the name D. M. Sack.

D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List V (All NAVENVIRHLTHCEN Personnel)



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NAVENVIRHLTHCENINST 4600.2B CH-1

RM

15 MAR1999

NAVENVIRHLTHCEN INSTRUCTION 4600.2B CHANGE TRANSMITTAL 1

From: Commanding Officer, Navy Environmental Health Center

Subj: PROCEDURES FOR OPERATION, APPEARANCE, AND SECURITY OF
COMMAND VEHICLES

Encl: (1) Example of Properly Completed Motor Vehicle Use Record dated 9 Dec 97

1. Purpose. To transmit change 1 to basic instruction.
2. Action. Remove the motor vehicle use record dated 12 Feb 98. Replace with enclosure (1), Example of Properly Completed Motor Vehicle Use Record dated 9 Dec 97.

R. L. Buck
R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
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12 FEB 1999

NAVENVIRHLTHCEN INSTRUCTION 4600.2B

Subj: PROCEDURES FOR OPERATION, APPEARANCE, AND SECURITY OF
COMMAND VEHICLES

Ref: (a) PWCNORVAINST 11240.10B

(D)

Encl: (1) Example of Properly Completed Motor Vehicle Use Record

1. Purpose. To provide procedures for operation, cleanliness, and security of command vehicles per reference (a).

(D)

2. Cancellation. NAVENVIRHLTHCENINST 4600.2A

3. Action

a. The Resource Management Directorate:

(R)

- (1) Takes reservations for government vehicles.
- (2) Completes out of area trip memos.
- (3) Prepares the trip ticket for each vehicle.
- (4) Maintains control over all vehicle keys.
- (5) Dispatches vehicles with a valid trip ticket.
- (6) Monitors vehicle maintenance schedule.
- (7) Inspects vehicles for compliance with this instruction.
- (8) Verifies drivers have valid state drivers' licenses.
- (9) Receives completed tickets and files chronologically by vehicle.

b. Driver will reserve vehicle by sending e-mail to the transportation officer providing:


(A)

- (1) What type of vehicle you wish to reserve.

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- (2) When you will be picking up the keys.
 - (3) Your destination.
 - (4) When you will be returning the vehicle.
 - (5) Necessity to keep the vehicle at your residence? If so – What date and in what city is your residence located?
- c. Driver will also:
- (1) Maintain valid state driver's license.
 - (2) Check vehicle status board in hallway outside room 95 for vehicle availability and signing out available vehicle.
 - (3) Pick up keys and trip ticket in room 95.
 - (4) Properly complete the trip ticket (enclosure (1)).
 - (5) Verify gasoline tank is more than one half full at trip completion. If not, fill the tank at any Navy Exchange gas station in the Tidewater area.
 - (6) Return vehicle to the same space in vehicle security cage removing all trash and securing the vehicle.
 - (7) Turn in keys and trip ticket to room 95.
 - (8) Erase check-out information from vehicle status board.
 - (9) Drivers using a command vehicle overnight may leave their personal vehicle in the vehicle security cage.

Note: Do not take a government vehicle and leave more than one personal vehicle without first informing facilities.


R. L. BUCK

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MOTOR VEHICLE USE RECORD

[illegible]

THIS VEHICLE IS TO BE USED FOR OFFICIAL USE ONLY

INSTRUCTIONS:

1. Sign out vehicle on Vehicle Status Board.
2. Use this form to record trip using the example as a guide.
3. Refuel vehicle at any Navy Exchange gas stations in the Hampton Roads area using Regular Unleaded Gasoline Only.
4. Upon completion of trip, record gas remaining, and refill tank if under 1/2 tank full.
5. Secure vehicle doors and windows after use.
6. Remove trash from vehicle.
7. Return keys, trip ticket, and receipts to Room 95.
8. Upon completion of trip, erase your entry off of the Vehicle Status Board.

NOTE: When on travel you are authorized to use the government credit card at commercial gas stations.

Encl (1)